OKIFAX 4510

USER'S GUIDE

OKI

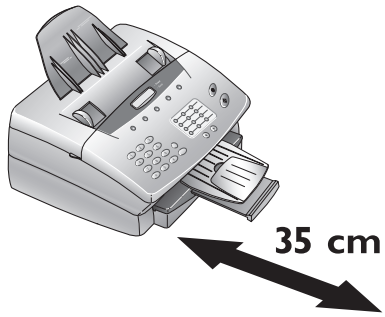
Safety instructions

Please read and follow all warnings and instructions.

The fax machine should be installed on a level and stable surface. The surface should be smooth and horizontal. Do not place the machine on carpet. The fax machine may be damaged if it falls and may cause serious injury, especially to small children.

Do not place anything in front of the fax machine, as this will obstruct the document feeder.

Place the fax machine on a flat surface and at least 35 cm away from other electrical devices and objects.



Do not place the fax machine in direct sunlight. Do not place it near to a radiator, heater, radio, television or air conditioning unit. Do not allow it to come into contact with dust, water or chemicals.

To avoid risk of overheating do not cover your fax machine. Place the fax machine so that air can circulate freely. Do not operate it in enclosed spaces such as cabinets, cupboards or drawers. Do not cover the fax machine with tablecloths, paper or folders. Do not place the fax machine on soft surfaces such as beds, duvets, cushions, sofas or carpets as there is a risk of overheating and fire.

Do not connect the mains or telephone line in a damp atmosphere, unless the connectors are especially adapted. Do not touch sockets or telephone connectors with wet hands.

Do not touch telephone wires or mains cables where the insulation is missing or damaged unless they are already disconnected.

Ensure the cabling is safe and does not present a trip hazard as this may damage both the cable and the fax machine.

Unplug the fax machine from the mains and the telephone line before cleaning.

Do not use liquid or aerosol cleaners such as sprays or polishes.

Never spill liquid of any kind into the machine. There is a risk of electric shock or other injury. The machine may be damaged. If liquid is accidentally spilled into the machine, unplug the machine immediately and have it inspected.

If the display is broken, a weak acid may leak out. Avoid contact with skin and eyes.

If the casing or the mains cable is damaged, unplug the fax machine. The cover of the fax machine may only be opened by authorized service personnel.

Your machine has been tested to EN 60950 or IEC 60825-1 and may only be operated on telephone networks and power supplies that conform to these standards.

Do not expose your fax machine to rain or other liquids, as there is a risk of electric shock or fire.

Disconnect the fax machine from the mains and the telephone line during thunderstorms. If this is not possible, avoid using the fax machine during the storm. There is a risk of electric shock from lightning and risk of damage to the machine.

If there is a power failure the fax machine will not work.

During a power failure the numbers and names stored in the telephone book and the speed dial keys and other data will be saved with the aid of a backup battery. If the battery is dead, the information will be lost.

If there is a power failure any faxes stored in the memory will be lost.

This fax machine is only intended for use in the country in which it was purchased. It meets the requirements of the telephone companies.

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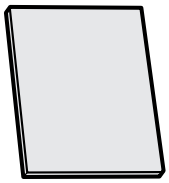
Installation

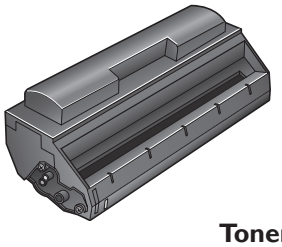
Packaging

The shipment includes the following parts:

Fax machine with paper tray

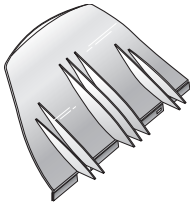


Installation Guide

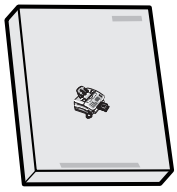


Toner cartridge

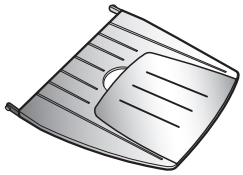
Telephone cable with connector



Document holder

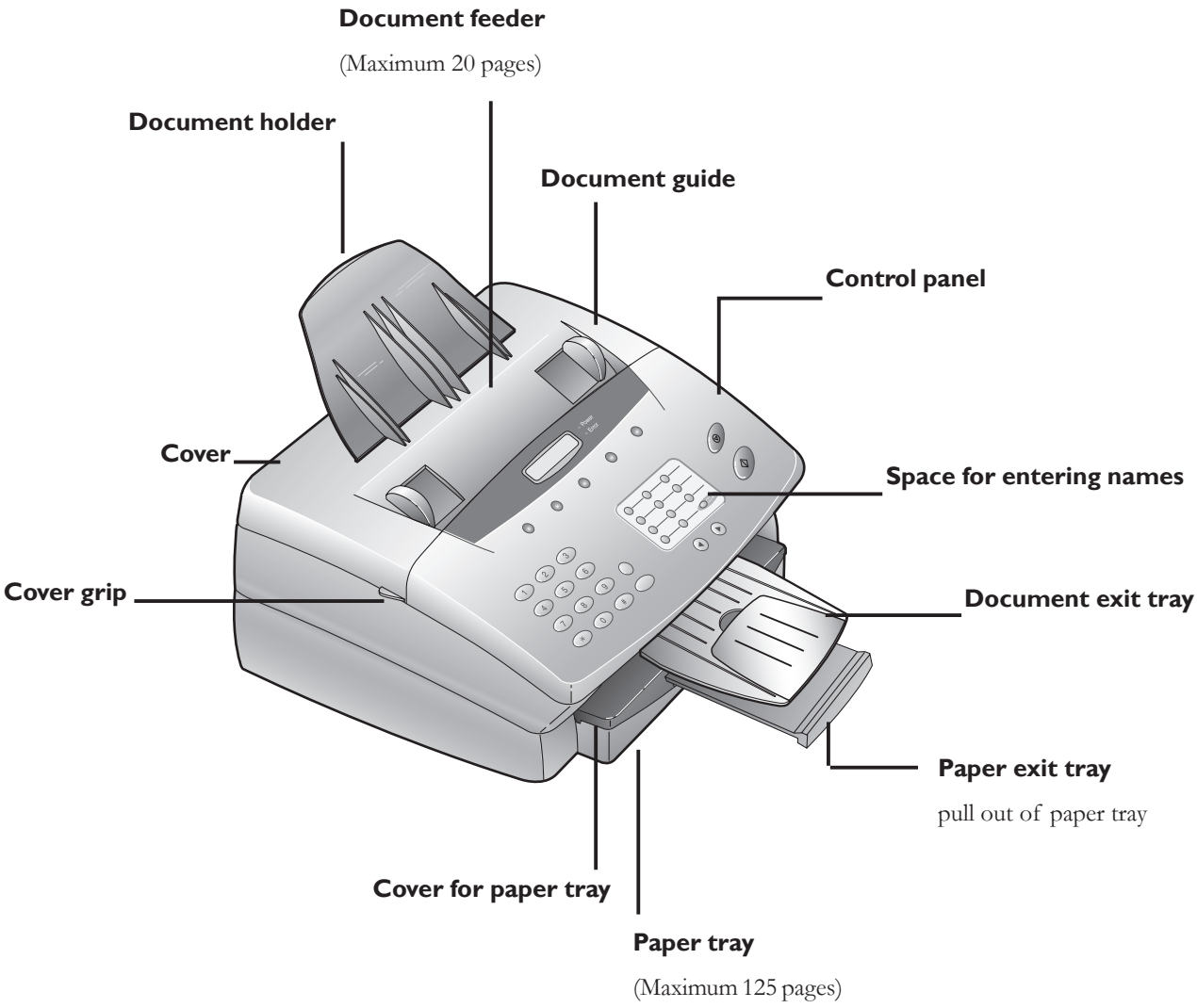


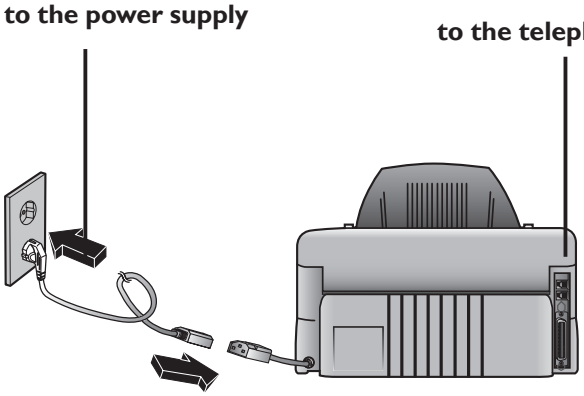
User Manual

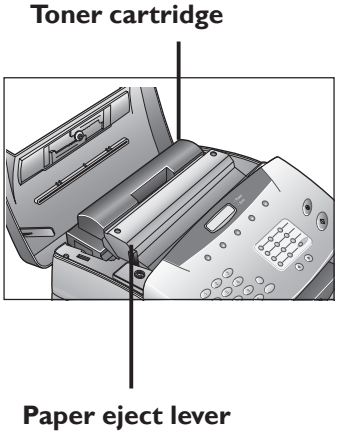


Document exit tray

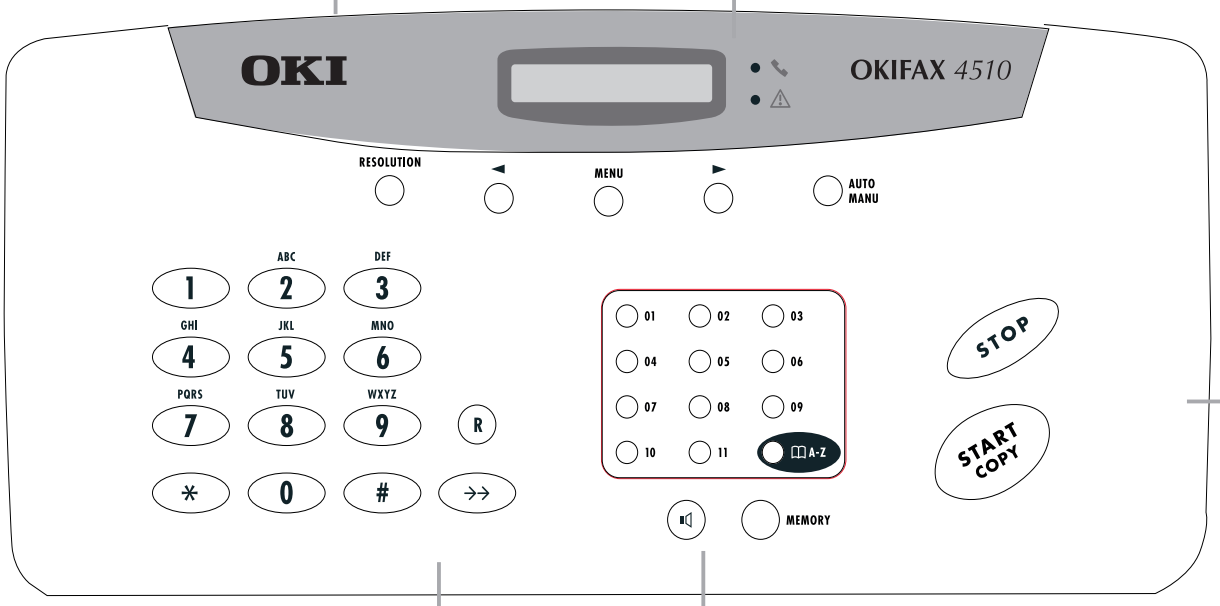
Description







Controls



indicates that your fax machine is transmitting

⚠

If this symbol flashes please read the display

RESOLUTION

Improves the clarity of text and drawings when sending and copying

◄/►

Select options / set volume / move display cursor

MENU

Use to select functions

AUTO/MANU

Set receive mode (AUTO/MANU)

STOP

Interrupts the process / ejects the document / cancels the input

START/COPY

Starts fax transfer or copies document

R

For special functions e.g. when using a PABX or accessing functions provided by your telephone provider

→→

Redial the last five numbers dialed / insert a pause between two digits

Speed dial keys

Dial stored numbers

🕮 A-Z

Look up names and numbers

🔊

Dialing

MEMORY

Memory functions

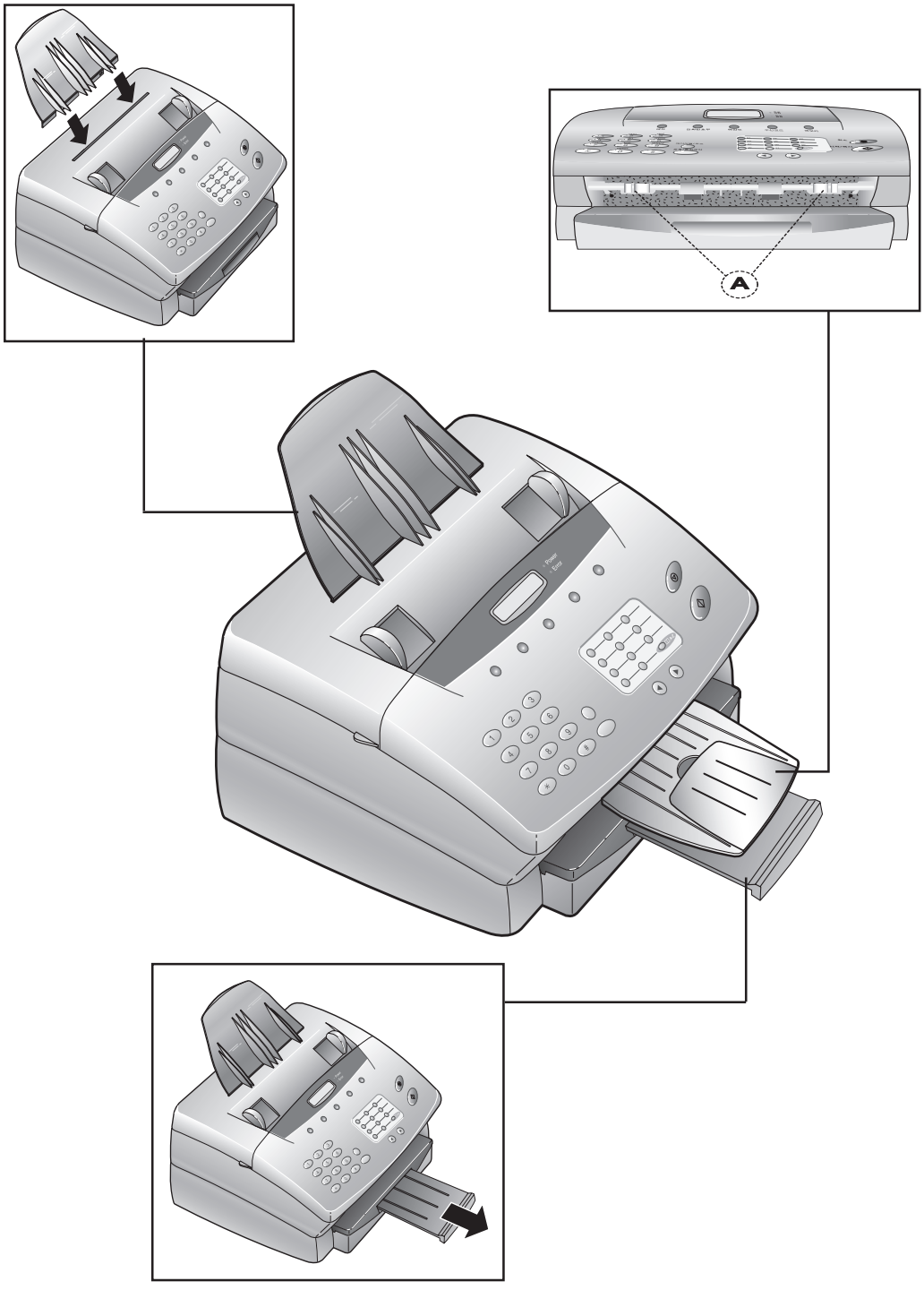
Accessories

Document holder

Insert the paper holder **firmly** into the opening behind the document feeder until it blocks.

Document exit tray

Insert the document exit tray gently into the opening under the control panel. For non-standard documents (e.g. larger than A4) just extend the tray.



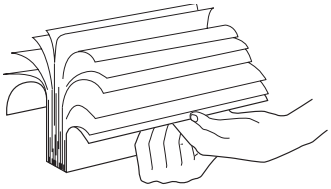
Paper exit tray

The paper exit tray is permanently attached to the paper tray. When pulling out the paper exit tray keep one hand on the paper tray.

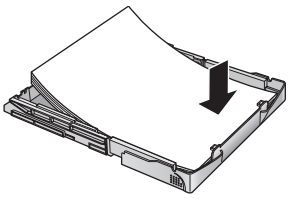
Inserting paper

1 Pull out the paper tray.

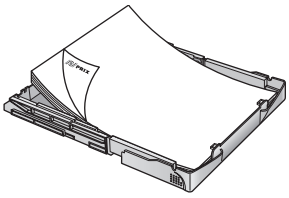
2 Fan the paper to prevent more than one sheet being drawn through at a time.



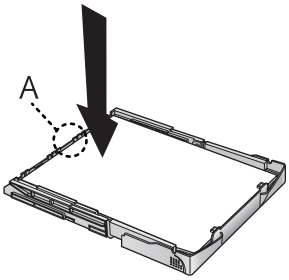
3 Open the cover of the paper tray and insert paper up to the mark (Standard A4 210 x 297 mm, 80 g/m²). The tray holds up to 125 sheets.



4 Insert documents that need to be printed or copied (such as templates or headed paper) **with the printed side (face) down**.



5 Push the paper down until the small lever (**A**) locks into place. Replace the cover.



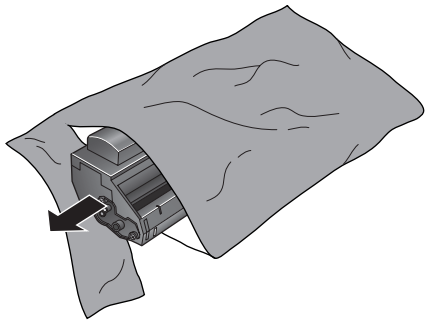
6 Carefully push in the paper tray.

⚠ **Do not fill the paper tray above the mark. Do not insert paper when the machine is printing. Do not use paper that has already been printed by a laser printer as this can lead to paper jams.**

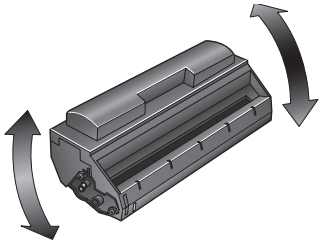
Inserting toner

Before you can send, receive or copy documents, there must be a toner cartridge in the fax machine. A free toner cartridge is included with your fax machine.

1 Take the cartridge out of the packaging and remove the extra paper.

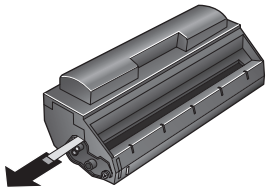


2 Shake the toner several times to improve the print quality.



⚠ **Do not touch the underside of the toner cartridge as this can affect the print quality.**

3 Carefully pull out the tab on the left-hand side of the cartridge.



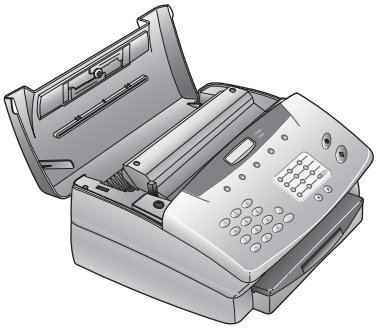
4 Grip the cover at the sides and fold it backwards. Insert the toner cartridge into the holder until it locks and then close the cover.

Only use original toner from OKI.

Changing toner

1 Follow points 1-3 under Inserting a toner cartridge.

2 Grip the cover at the sides and fold it backwards.



3 Remove the toner cartridge by grasping it firmly in the middle and pulling upwards.

4 Insert the new toner in the holder until it locks and then close the cover.

Keep the open/used toner in its original packaging or wrap it in a cloth and return it to your local retailer.

Connecting the fax machine

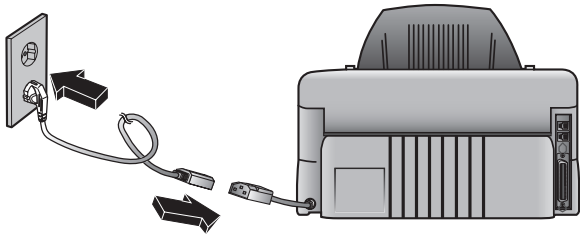
To the mains

1 Plug the fax machine into the wall socket.

2 The display shows SELECT COUNTRY.

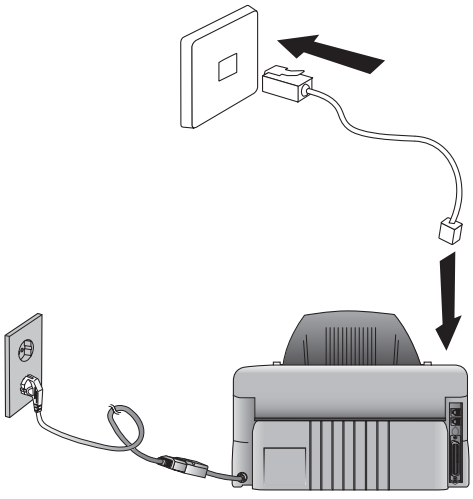
3 Press **START/COPY** and choose the country where the fax machine will be used with ◄/►.

4 Confirm with **START/COPY**. After warming up the machine passes into the energy save mode.



To the telephone line

Connect the telephone cable to the fax machine by inserting it into the socket labeled **LINE** on the rear of the machine.



Additional telephones

In addition to your fax machine you can connect other devices to your telephone line such as phones, answering machines, charge counters or modems to a single telephone line.

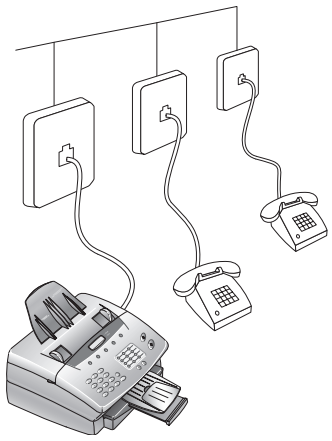
If you want to use other equipment with your fax machine please contact your dealer.

Separate sockets

(not in all countries)

You can connect additional devices to separate sockets on the same line even if they are in different rooms.

Please note: If you connect additional devices to separate sockets (e.g. in separate rooms) your fax switch cannot control them (which means that your fax machine behaves like any ordinary fax machine). Therefore we recommend you to connect your additional devices to the same socket.



ISDN connection

Your fax machine does not support ISDN fax (Group 4). It is an analog (Group 3) fax machine. It cannot be directly connected to an ISDN connection but requires an (analog) adapter or an ISDN system with connections for analog terminals. For further information please see the user guide for your ISDN system.

Private branch exchange (PABX)

PABXs are common in large companies. ISDN systems that are now often used in homes are also PABXs. To obtain a connection from an extension on such a system to the public network a digit must be dialed before each call to get an outside line.

1 To connect your fax machine to a PABX press **MENU** and ③③⑥. Then press **START/COPY**. The display shows `LINE TYPE: PSTN`.

2 Use ◄/► to select the PABX mode: `LINE TYPE: PABX`.

3 Press **START/COPY** and then **STOP** twice.

⚠ **The exchange code is provided by the manufacturer. It may be 0, R (known as FLASH on some systems) or any other digit.**

In case your PABX requires **R** to obtain an outside line but it is still not possible to get through to the line, your system might not be according to the most recent regulations. Therefore some technical settings have to be changed on your fax machine.

Basic settings

Country selection

1 To select the country press **MENU** and ①⑧. The display shows 18 COUNTRY.

2 Press **START/COPY** and use ◄/► to select the country, where the fax machine will be used.

3 Confirm with **START/COPY** and press **STOP** twice.

Display language

1 To set the display language press **MENU** then ①⑦. The display shows 17 LANGUAGE.

1 Press **START/COPY**. Use ◄/► to select the display language.

1 To confirm the entry press **START/COPY** and then **STOP** twice.

Help

1 Press **MENU**, ⑥⑥⑦ and **START/COPY**.

2 A list of functions (including a brief description of the main functions) is printed.

Your number

When you enter your number, it will appear on the recipient's fax printout. You can enter up to 20 digits for your number.

1 Press **MENU** and ①④. The display shows 14 YOUR NUMBER.

2 Then press **START/COPY**. The display shows ENTER NUM.

3 Enter your telephone or fax number using the digit keys. Use ► to move the cursor one position to the right. Use ◄ to delete the last digit. To delete the whole entry press **STOP**.

4 Confirm the entry by pressing **START/COPY** and then **STOP** twice.

Your name

You can use the digit keys to write up to 32 letters to enter your name. Each key is assigned several letters (see table). By pressing a digit key several times you can reach the next character in the table. After the fifth character the row starts again.

1 Press **MENU** and ①⑤. The display shows 15 YOUR NAME.

2 Press **START/COPY**. The display shows ENTER NAME.

3 Enter your name using the keypad. Use ► to move the cursor one position to the right. Use ◄ to delete the last digit. To delete the whole entry press **STOP**.

Key	character
0	space . - 0 + ?/ : * % ! ( ) [“
1	1
2	A B C 2 a b c Ä Å Æ Ç ä å æ ç
3	D E F 3 d e f
4	G H I 4 g h i
5	J K L 5 j k l
6	M N O 6 m n o Ñ Ö ñ ö
7	P Q R S 7 p q r s
8	T U V 8 t u v Ü ü
9	W X Y Z 9 w x y z

4 Confirm the entry by pressing **START/COPY** and then **STOP** twice.

“Your name” and “your telephone number” are transmitted at the top of each page (the first 4 mm) together with the date, time and page number.

Time and date

1 Press **MENU** then ①⑥. The display shows DATE/TIME.

2 Press **START/COPY**: YEAR: 2003.

3 Enter the year using the keypad.

4 Press **START/COPY**. The display shows MONTH: 05.

5 Enter the month (e.g. ⓪⑤ for May).

6 Press **START/COPY** and enter the day (e.g. ⓪⑦ for 7 May 2002).

7 Finalise the entry by pressing **START/COPY**. The display shows TIME 00:00.

8 Enter the exact time (e.g. ②③③⓪ for 23^{30}). The display shows TIME 23:30.

9 To confirm the entry press **START/COPY** and then **STOP** twice.

Volume

Ringing tone

You can set the volume of the ringing tone when the machine is in standby mode or is actually ringing.

1 Press ◄/►. You will see the current setting displayed for approximately 3 seconds and hear the volume.

2 To change the value, press ◄/► until the desired volume is reached.

⚠ **If the volume level is set to zero, no ringing tone will be heard but faxes will still be automatically received.**

Loudspeaker

1 Press 🔊 to set the loudspeaker volume.

2 Set the volume using ◄/►.

3 Exit using 🔊 or **STOP**.

Key tones

1 Press **MENU** and ②②. The display shows BEEPER VOL.

2 Press **START/COPY**. Use ◄/► to select the volume of the key tones.

3 To confirm the entry press **START/COPY** and then **STOP** twice.

Energy save mode

Energy save mode reduces the energy consumption in standby mode. You can select how many minutes after the last entry before energy save mode is activated.

1 Press **MENU** and ③③⑤. The display shows SAVE MODE.

2 Press **START/COPY**. Use ◄/► to select POWER SAVE.

3 Press **START/COPY**. Use ◄/► to select 5, 15, 30, 60 minutes or OFF.

4 To confirm the entry press **START/COPY** and then **STOP** three times.

Toner save mode

The toner save mode decreases the consumption of the toner. Printing quality may fall off.

1 Press **MENU** and ③③⑤. The display shows SAVE MODE.

2 Press **START/COPY**. Use ◄/► to select TONER SAVE.

3 Press **START/COPY**. Use ◄/► to select ON or OFF.

4 To confirm the entry press **START/COPY** and then **STOP** three times.

List of settings

You can print out a list of all functions and settings currently available.

1 Press **MENU**, ⑥⑥⑥ and **START/COPY**.

2 A list of all settings is printed.

Fax switch

The built-in fax switch enables a single telephone connection to be used to send and receive faxes and use extra devices. There are two operating modes. Your machine is preset to **AUTO** mode.

1 The desired operating mode can be selected using **AUTO/ MANU**. Press the button until the desired mode appears.

MANU mode

If you receive a fax call you have to press **START/COPY** to start fax reception. Automatic fax reception is turned off.

AUTO mode

In **AUTO** mode your machine will ring up to nine times depending on the setting. Faxes are received automatically.

1 To set the number of rings press **MENU** and ②②②. The display shows AUTO RING COUNT.

2 Press **START/COPY** and enter the desired number of rings.

3 Press **START/COPY** and then **STOP** twice.

⚠ **If the volume level is set to zero, no ringing tone will be heard but faxes will still be automatically received.**

Fax reception from a different phone

If you pick up another phone and hear a fax call (you will hear a high-pitched tone or nothing at all) you can start the fax machine using a code. If this does not work, press **START/ COPY** on the fax machine.

1 To define the code press **MENU** and ②②④. The display shows REMOTE FAX START.

2 Press **START/COPY**. Use ◄/► to select ON or OFF.

3 Press **START/COPY** and enter the last digit of the code. This always starts with ⑤.

4 Press **START/COPY** and then **STOP** twice.

Dial options

Re-dialling

By means of →→ you can redial the last five numbers:

1 Press →→ for the last five numbers dialed.

2 Press ◄/► until the number you want appears.

3 The machine will dial the number automatically.

Speed dialling

There are eleven speed dial keys for numbers you use regularly.

Storing numbers

1 Press **MENU** and ①. The display shows `11 SPEED DIAL`.

2 Press **START/COPY**.

3 Press the speed dial key where you want to store the entry and confirm by pressing **START/COPY**.

4 Enter a name using the digit keys (up to 32 characters) and press **START/COPY**.

5 Enter the fax number. Press **START/COPY** to confirm.

6 Press **STOP** three times to end the function.

Using speed dial

1 Press the relevant speed dial key.

2 Press **START/COPY**.

If you want to hear the dialtone, press 🔇.

Changing speed dial entries

1 Press **MENU** and ①.

2 Press **START/COPY**.

3 Press the relevant speed dial key and press **START/COPY** to confirm.

4 Enter a name using the digit keys (up to 32 characters) and press **START/COPY**.

5 Enter the new number. Press **START/COPY** to confirm.

6 Press **STOP** three times to end the function.

Speed dial list

1 Press **MENU**, ⑥⑥② and **START/COPY**.

2 The speed dial list will be printed out.

Phonebook

Your fax machine has space to store around 99 names and numbers. The precise number will depend on the length of the entries.

Storing numbers

1 Press **MENU** and ①②.

2 Press **START/COPY**.

3 Use ◄/► to select `ENTRY: NEW` and press **START/COPY** to confirm.

4 Enter a name using the digit keys (up to 32 characters) and press **START/COPY**.

5 Enter the fax number. Press **START/COPY** to confirm.

6 Press **STOP** three times to end the function.

Using the phonebook

1 Press 🕮 A-Z and **START/COPY**. The first name in the alphabet will appear on the display. Use ◄/► to select the desired entry.

2 Press **START/COPY**.

Correcting entries

1 Press **MENU** and ①②, and then **START/COPY**.

2 Use ◄/► to select `ENTRY: OLD` and press **START/COPY** to confirm.

3 Press **START/COPY** again and use ◄/► to find the entry you want to correct.

4 Press **START/COPY** and make the changes.

5 Press **START/COPY** again and then **STOP** twice to end the function.

Deleting entries

1 Press **MENU** and ①②, and then **START/COPY**.

2 Use ◄/► to select `ENTRY: OLD` and press **START/COPY** to confirm.

3 Press **START/COPY** again and use ◄/► to find the entry you want to delete.

4 Press **STOP**.

5 Use ◄/► to select `DELETE? Y` and press **START/COPY** to confirm. If you don't want to delete the entry, press **STOP**.

6 Press **STOP** twice to end the function.

Printing out the phonebook

1 Press **MENU**, ⑥⑥③ and then **START/COPY**.

2 The numbers stored are printed out.

Groups

You can combine **entries in your phonebook** into groups so you can send a fax to several people at the same time, for example.

Setting up a group

1 Press **MENU**, ①③ and then **START/COPY**. The display shows 13 GROUPS.

2 Use ◄/► to select the digit under which you want to store the group (max of five groups), e.g. GROUP NO.: 01.

3 Press **START/COPY**.

4 Enter a name for the group using the digit keys (up to 32 characters) and press **START/COPY**.

5 Enter the first fax number. Press **START/COPY** to confirm. The display shows NUMBER: 01.

6 The machine will automatically ask you for the next number (maximum of ten). Press **START/COPY** to confirm each time.

7 Press **STOP** four times to end the function.

Sending to a group

1 Place the document to be faxed (maximum of 20 sheets) loosely in the document feeder.

2 Press **MEMORY**, ② and **START/COPY**. The display shows 2 BROADCAST.

a If you want to sent the fax immediately, select ① NOW and press **START/COPY**.

b If you want to send the fax later select ② LATER, enter the time you want to send it (within 24 hours, e.g. ①⑧ ③⓪ for 6.30 pm) and press **START/COPY**.

3 Use ◄/► to select the group and press **START/COPY**.

4

a If you want to enter further numbers, use ◄/► to select ANOTHER? Y and enter the numbers you want.

b When you have finished entering numbers, use ◄/► to select ANOTHER? N. Then press **START/COPY**.

5 The document is scanned and automatically sent.

Canceling

To cancel automatic redial, press **MENU**, ⑦⑦⑥ and **START/COPY**. Press **START/COPY** again to confirm.

If you want to clear the fax from the memory, press **STOP**.

If the line is busy, automatic redial is activated.

Correcting groups

1 Press **MENU**, ①③ and then **START/COPY**.

2 Use ◄/► to select the group you want to change and press **START/COPY** to confirm.

3 Use ◄/► to select ENTRY: OLD and press **START/COPY**.

4 You can now change the name of the group. When you have done this, press **START/COPY**.

5 Change the entry and press **START/COPY**.

6 Press **STOP** four times to end the function.

Deleting a group

1 Press **MENU**, ①③ and then **START/COPY**.

2 Use ◄/► to select the group you want to delete and press **START/COPY** to confirm.

3 Use ◄/► to select DELETE? Y and press **START/COPY**.

Group overview

1 Press **MENU** and ⑥⑥④ and **START/COPY**.

2 The group overview is printed out.

Calling line identification

(not available in all countries)

Your fax machine can display the number of the sender. Check with your telephone company whether you can activate this function on your telephone line.

The numbers of the last twenty senders are stored.

Printing a caller list

The caller list contains the numbers of the last twenty fax calls received, provided the senders have activated calling line identification.

1 Press **MENU**, ⑥⑥⑤ and then **START/COPY**.

2 The caller list is printed out.

The caller list can be printed out automatically as soon as it reaches twenty entries.

1 Press **MENU** and ②②⑦. The display shows `27 AUTO PRINT`.

2 Press **START/COPY** and use ◄/► to select `2 CALLER ID LIST`.

3 Press **START/COPY** and use ◄/► to select `ON` or `OFF`.

4 Press **START/COPY** and then **STOP** three times to end the function.

Printing a journal

The journal contains the numbers of the last forty faxes sent or received.

1 Press **MENU**, ⑥⑥ and then **START/COPY**.

2 The journal is printed out.

The journal can be printed out automatically.

1 Press **MENU** and ②②⑦. The display shows `27 AUTO PRINT`.

2 Press **START/COPY** and use ◄/► to select `1 CALL LOG LIST`.

3 Press **START/COPY** and use ◄/► to select `ON` or `OFF`.

4 Press **START/COPY** and then **STOP** three times to end the function.

⚠ **It is best only to use A4 documents (80 g/m²). Documents smaller than A5 may jam in the machine.**

⚠ **Do not try to send documents that are**

... damp, coated with correction fluid, dirty or have coated surfaces,

... written on in soft pencil, ink, crayon or charcoal,

... taken from newspaper (printer's ink!),

... held by paper clips or staples; always remove these before faxing,

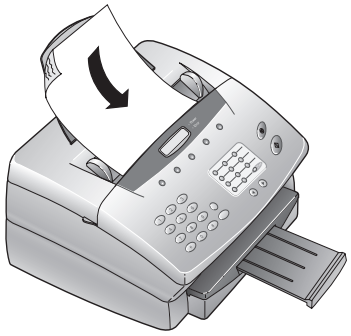
... wrinkled or torn,

... glued together, too thick or too thin or covered with any adhesive notes ("Post-It®" notes),

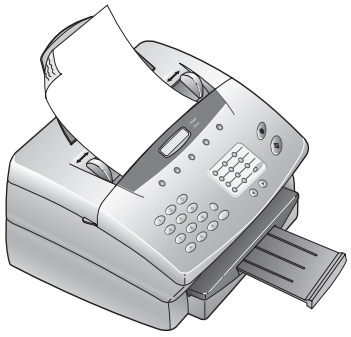
... made of foil or continuous paper.

Inserting a document

1 Place the document **face down** in the document feeder (maximum of 20 sheets).



2 Adjust the guides to match the width of the document.



Sending a fax

1 Dial the number.

2 To improve the image quality press **RESOLUTION**.

3 Press **START/COPY**.

Transmission starts. If the fax machine is unable to establish a connection, it will redial automatically after a certain time.

If you wish to cancel automatic redial with the document still in the machine, press **STOP**. The document will be ejected.

If you wish to cancel automatic redial without ejecting the document, press **MENU**, ⑦⑦③ and then **START/COPY**. Press **START/COPY** to confirm.

Resolution

Your fax machine has four different resolutions. In addition to STANDARD (for faxes), there is FINE (for small print and drawings), SUPER FINE (for copies) and PHOTO (for photographs and other such images). Keep pressing **RESOLUTION** until the display shows the option you want.

Reducing

To ensure that faxes that are longer than A4 are printed out on one page, you can automatically reduce the page. You can define the extent to which the page is reduced.

Automatic

If this function is activated, an over-long fax is reduced by the amount specified in the function described below (see **Limit**).

1 Press **MENU** and ③③④. The display shows 34 REDUCTION.

2 Press **START/COPY** and use ◄/► to select AUTO REDUCTION.

3 Press **START/COPY** and use ◄/► to select ON or OFF.

4 Press **START/COPY** and then **STOP** three times to end the function.

Limit

This function lets you select the amount by which an over-long fax is to be reduced.

1 Press **MENU** and ③③④. The display shows 34 REDUCTION.

2 Press **START/COPY** and use ◄/► to select THRESHOLD.

3 Press **START/COPY** use ◄/► to select a value between 0 and 30 mm.

4 Press **START/COPY** and then **STOP** three times.

Memory

If there is no paper in the paper tray or if the toner is empty, incoming faxes will be stored in memory (around 120 pages according to Slerexe letter). If an incoming fax has been stored in memory the display will show FAX IN MEMORY. Once the paper tray is refilled or the toner replaced all the faxes stored in memory can be printed out (see Printing from memory).

When a fax has been printed it is deleted from memory. If printing is interrupted all the faxes that have not yet been printed in full remain in memory. Once the memory is full no further pages can be stored.

Printing later

You can choose whether faxes are to be printed immediately from memory or later.

1 Press **MENU**, ③③③. The display shows 33 MEMORY MODE. Press **START/COPY**.

2 Use ◄/► to select PRINT NOW (faxes are printed out as soon as the paper tray is refilled) or PRINT LATER (faxes are printed out when you want).

3 Press **START/COPY** and then **STOP** twice.

Printing from memory

If there is a document in memory the display will show FAX IN MEMORY.

1 Press **MEMORY** and ③.

2 Press **START/COPY**. If faxes are stored they will be printed out.

Sending from memory

You can scan in documents, store them in memory and send them from memory. When they have been sent, the faxes are cleared from memory.

1 Place the document to be faxed (maximum of 20 sheets) loosely in the document feeder, **face down**.

2 Press **MEMORY**, ② and **START/COPY**.

a If you want to sent the fax immediately, select ① NOW and press **START/COPY**.

b If you want to send the fax later select ② LATER, and press **START/COPY**. Enter the time you want to send it (within 24 hours, e.g.①⑧ ③⓪ for 6.30 pm) and press **START/COPY**.

3 Enter the fax number and press **START/COPY**. The document will be scanned and sent.

Canceling

1 Press **MEMORY**, ④ and **START/COPY**. The display shows ARE YOU SURE?

2 Press **START/COPY** to delete the faxes from memory.

If the line is busy, automatic redial is activated.

1 If you wish to cancel automatic redial, press **MENU**, ⑦⑦④ and then **START/COPY**.

2 Press **START/COPY** again to confirm.

A power failure will clear the faxes from memory.

Clearing memory

With this function you can delete faxes or documents from memory.

1 Press **MEMORY**, ④ and **START/COPY**. The display shows ARE YOU SURE?

2 Press **START/COPY** to delete the faxes from memory or press **STOP** to cancel.

Broadcast

You can send the fax either to a group you have already stored or to individual numbers.

1 Place the document to be faxed (maximum of 20 sheets) loosely in the document feeder, **face down**.

2 Press **MEMORY** and ②. The display shows 2 BROADCAST. Press **START/COPY**.

a If you want to sent the fax immediately, select ① NOW.

b If you want to send the fax later select ② LATER and press **START/COPY**. Enter the time you want to send it (within 24 hours, e.g. ①⑧ ③⓪ for 6.30 pm) and press **START/COPY**.

3 The display shows: DIAL NUM: GROUP. Enter the recipients:

a If you want to sent the fax to a group, use ◄/► to select GROUP and press **START/COPY**. Use ◄/► to select the group. You can also use the digit keys to select a group.

b If you want to send the fax to specific numbers, use ◄/► to select ENTER NUMBER and press **START/COPY**. Enter the number and press **START/COPY**. If you want to enter further numbers, use ◄/► to select ANOTHER ? Y and enter the press **START/COPY** to confirm. When you have finished adding numbers, press ANOTHER? N.

4 Finally, press **START/COPY**. The document will be scanned and automatically sent.

Broadcast list

The broadcast list contains the numbers of all the addresses in a broadcast (up to 50 numbers).

1 Press **MENU** and ⑥⑥④. The display shows `64 GROUP LIST`.

2 Press **START/COPY**. The list will be printed out.

Sending later

If you wish to take advantage of off-peak telephone charges or if you know that the person to whom you are sending a fax is available only at certain times you can set up your fax machine to send a fax automatically at a later time (within 24 hours).

1 Place the document to be faxed (maximum of 20 sheets) loosely in the document feeder, **face down**.

2 Press **MENU**, ④④. The display shows `41 SEND LATER`. Press **START/COPY** two times.

3 Enter the time you want to send it (within 24 hours, e.g. ①⑧ ③⓪ for 6.30 pm) and press **START/COPY**.

4 Enter the fax number and press **START/COPY**.

Canceling

If you remove the document the delayed fax job will be canceled.

You can also cancel the time. To do this, press **MENU**, ⑦⑦ and **START/COPY**. The display shows `ARE YOU SURE?` Press **START/COPY** again to confirm.

Sending with code

If your fax partner has entered a code to protect the fax reception please follow the procedure:

1 Place the document to be faxed (maximum of 20 sheets) loosely in the document feeder, face down.

2 Press **MENU**, ④④② and **START/COPY**.

3 Enter the code which you have received from your fax partner (up to 20 digits) and press **START/COPY**.

4 Enter the fax number and press **START/COPY**.

Receive polling

This function enables you to receive documents that have been stored for you in a remote fax machine.

Quick polling

1 Press **MENU**, ⑤⑤②. The display shows `52 POLLING RX`. Press **START/COPY**.

2 Select the fax number and press **START/COPY** two times.

Receive polling with code

If your fax partner has entered a code to protect the documents, proceed as follows:

1 Press **MENU**, ⑤⑤②. The display shows `52 POLLING RX`. Press **START/COPY**.

2 Use ◄/► to select `WITH CODE` and press **START/COPY**.

3 Enter the code (up to 20 digits) and press **START/COPY**.

4 Enter the fax number and press **START/COPY**.

Delayed polling

If you wish to take advantage of off-peak telephone charges you can poll a fax at a later time (within 24 hours).

1 Press **MENU**, ⑤⑤②. The display shows `52 POLLING RX`. Press **START/COPY**.

2 You now have two options:

a If you want to poll a fax without a code, use ◄/► to select `LATER` and press **START/COPY**. Enter a time (within 24 hours, e.g. ①⑧ ③⓪ for 6.30 pm) and press **START/COPY**.

b If you want to enter a code, use ◄/► to select `LATER/C` and press **START/COPY**. Enter a time for polling and press **START/COPY**. Now enter the code (up to 20 digits) and press **START/COPY**.

3 Enter the fax number and press **START/COPY**.

If the line is busy, automatic redial is activated. If you wish to cancel automatic redial, press **MENU** and ⑦⑦⑤.The display shows `75 POLL REDIAL`. Press **START/COPY** two times.

If you wish to cancel the entire process, press **MENU**, ⑦⑦① and **START/COPY**.

Transmit polling

You can program your fax machine to send documents when it is polled by a remote fax machine.

1 Place the document to be faxed (maximum of 20 sheets) loosely in the document feeder, **face down**.

2 Press **MENU** and ⑤⑤. The display shows 51 POLLING TX. Press **START/COPY**.

3 You can now choose whether or not to protect the fax against unauthorized access.

a If you want to protect the fax, use ◄/► to select WITH CODE and press **START/COPY**. Enter a code (up to 20 digits) and press **START/COPY**. Anyone you give this code to will be able to poll the fax.

b If you do not want to use a code, use ◄/► to select NOW and press **START/COPY**.

The process is canceled as soon as you remove the document from the fax machine.

Poll coding is based on the international ITU standard. However, there are manufacturers who use different procedures. Their machines are therefore not compatible.

If you send faxes to or poll faxes from fax databases, some of these databases allow you to append the subaddress directly to the fax number. This will save you telephone charges. First enter the fax number of the database and press **R**. Now enter the subaddress. If you are not sure whether your fax polling service supports subaddresses, contact the service provider.

Transmission speed

If the telephone connection used for transmission is poor, transmission errors may occur at normal speed (14,400 bps). In such cases it is best to reduce the speed. When you have successfully sent the fax, remember to set your fax machine back to the standard speed.

1 Press **MENU** and ③③: 31 TX SPEED.

2 Press **START/COPY** and use ◄/► to select the speed you want.

3 Press **START/COPY** and then **STOP** twice.

Reception speed

If the telephone connection used for reception is poor, errors may occur at normal speed (14,400 bps). In such cases it is best to reduce the speed. When you have successfully received the fax, remember to set your fax machine back to the standard speed.

1 Press **MENU** and ③③②: 32 RX SPEED.

2 Press **START/COPY** and use ◄/► to select the speed you want.

3 Press **START/COPY** and then **STOP** twice.

Transmission report

In the default setting, a transmission report is printed out only in the event of a transmission error. However, you can change this setting so that a transmission report is printed for every fax transmitted, only in the event of an error or never.

1 Press **MENU** and ②②⑤: 25 TX REPORT.

2 Press **START/COPY** and use ◄/► to select ERROR, ON or OFF.

3 Press **START/COPY** and then **STOP** twice.

Reception report

In the default setting, a reception report is printed out only in the event of a transmission error. However, you can change this setting so that a reception report is printed for every fax received, only in the event of an error or never.

1 Press **MENU** and ②②⑥: 26 RX REPORT.

2 Press **START/COPY** and use ◄/► to select ERROR, OFF or ON.

3 Press **START/COPY** and then **STOP** twice.

Copy

You can use your fax machine to make copies of an original. Resolution STANDARD is set by default. To select a better image quality press **RESOLUTION** (see chapter **fax**/resolution).

1 Place the document (maximum of 20 sheets) in the document feeder, **face down**.

2 To select a better image quality press **RESOLUTION**.

Making single copies

1 To make a single copy of the original, press **START/COPY** three times. Copying starts immediately.

Making multiple copies and enlarging/reducing

1 To make multiple copies of the original, press **START/COPY** once.

2 The display shows COPY COUNT: 01. Use the digit keys to enter the number of copies you want (maximum of 99). Press **START/COPY**.

3 The display shows SIZE: 100%. Use ◄/► to enlarge or reduce the copy.

You can reduce the copy to 50% and enlarge it up to 200%.

4 Press **START/COPY**. The fax machine will scan the first page of the document and start copying it.

Troubleshooting

Maintenance

PAPER JAM Received faxes or copies are not ejected.	Open the cover and take the toner out of the machine. Pull the green lever towards you. Carefully remove the paper without tearing it.
CHECK PAPER	Take out the paper cassette and remove the paper. Fan it and straighten it on a smooth surface and replace it.
CHECK DOCUMENT	Press **STOP**. The document will be ejected. If not, pull it gently out of the machine.
SERVICE	Disconnect the machine from the mains and plug it back in. If the display still says SERVICE please contact customer services.

Problems faxing or printing

Cannot send a fax.	Check that the recipient's machine is working. Check whether the display shows an error message. Press 🔊 to check whether you are getting dial tone. If not, check the telephone connection.
Cannot receive a fax.	Check that you have selected the **AUTO** mode. Press l to check whether you are getting dial tone. If not, check the telephone connection.
You or the recipient has received a blank sheet.	The sender has faxed the back of the document. Check the machine by making a copy of the document. If the copy is OK the recipient's fax machine may be faulty.
Your document has been sent without an error message but has not been printed out on the recipient's machine.	Ask the recipient if their machine is working.
The documents you send are arriving with loss of quality.	Check the document or increase the resolution. Reduce the transmission speed. Check the machine by making a copy of the document. If the copy is OK the recipient's fax machine may be faulty.
Received faxes and copies are too light.	Make a copy of any document. If the copy is OK there is a problem with the sender's fax machine. Inform the sender. If the copy is also too light the toner is almost all gone. Shake the cartridge a few times. If the toner cartridge is empty, replace it. You can obtain toner from specialist retailers. Only use OKI original toner cartridges.

There are white lines on the printout.	Clean the toner drum with a soft cloth.
There are black lines on the printout.	The toner cartridge is damaged and must be replaced. Only use OKI original toner cartridges.

Problems with the connection

No dial tone.	Check that the machine is connected to the mains and to a telephone line.
Receive polling does not work.	Check that the machine from which you are trying to receive faxes is set for automatic fax operation and for polling. If you need a code, check you have the right one.

Error codes

Error codes when sending faxes	Problem
# 102	No document in the feeder.
# 104	Fault on the telephone line.
# 105	The receiving fax machine has a transmission error.
# 109	The receiving fax machine is not responding.
# 110	There is no signal from the receiving fax machine at the end of transmission.
# 111	An error message is sent by the receiving fax machine at the end of transmission.
# 113	The receiving fax machine requests a second transmission as there were too many transmission errors in the first transmission.
# 114	The document is too long.
# 115	Transmission of one page took too long (more than eight minutes).

Error codes when receiving faxes	Problem
# 152	An error message is received from the sending fax machine at the start of reception.
# 153	The person polling the fax has entered an incorrect password.
# 154	The sending fax machine does not send a signal at the start of reception.
# 158	The sending fax machine does not send a standard signal.
# 160	The machine is not correctly connected to the telephone line or there is no signal from the sending fax machine.

# 161	At the end of the reception process the sending fax machine does not send a signal or the connection was interrupted.
# 166	There are repeated errors in the received data.
# 167	The data received contains so many errors that a second transmission is needed.
# 168	At the start of password-protected polling the machine detects that the wrong password has been entered on the sending fax machine.
# 169	In attempting to poll a fax, the machine detects that the sending fax machine has not been set up correctly for polling.

Other error codes	**Problem**
# 201	The correct protocol signal is not sent during the transmission process.
# 202	The correct protocol signal is not sent during the reception process.
# 205	Transmission is canceled by the other fax user.
# 206	There is not enough memory capacity during transmission.
STOP BUTTON PRESSED	The **STOP** button was pressed during transmission.
NO RESPONSE	The other fax user does not answer during transmission and the connection is interrupted.

Annex

Technical data

Compatibility	ITU-T Group 3
Connection type	Exchange line (PSTN) / Extension (PABX)
Flash times	Exchange line (PSTN): 100 ms Extension (PABX): 100 ms
Document size	Width: 128-218 mm Length: 128-356 mm
Document feeder	max. 20 pages (80 g/m²)
Paper	A4 210x297 mm, 80 g/m²
Capacity of paper tray	max. 125 sheets
Maximum scan width	208 mm
Scan and copy resolution:	
horizontal	8 points/mm (200 dpi)
vertical standard	3.85 lines/mm (200x98 dpi)
vertical fine	7.7 lines/mm (200x196 dpi)
vertical super fine	15.4 lines/mm (200x300 dpi)
Photo	64 greyscales
Print resolution	600x600 dpi
Data compression scheme	MH, MR
Modulation	V29, V27ter, V23, V21, V17
Transmission speeds	14k4/12k2/9600/7200/4800/ 2400 bps
Fax memory	2 MB, approx. 120 pages
Recording method	Laser Jet
Toner capacity	Initial cartridge approx. 1000 pages, CTR 33 approx. 3.000 pages
Speed dial	11 entries
Phonebook	99 entries
Group dial	5 entries, maximum of 10 digits each
Dimensions (WxDxH)	449x325x165 mm excl. paper holder
Weight	Approx. 8 kg
Power draw	Standby: less than 15 W
	Operation: less than 200 W
Mains connection	220-240 V / 50-60 Hz
Temperature range	10-32°C
Relative humidity	20-80 % (relative)
Security	EN 60950, IEC 60825-1
Interference	To EN 55022 class B
Immunity	To EN 55024

SLEREXE-letter:

Glossary

Additional fax machine, additional telephone: You can use your fax machine with additional equipment such as phones and answering machines connected to a single telephone line.

Calling line identification: When you receive a fax the number of the sender is displayed (not in all countries).

Document: The typed or handwritten sheet, sketch or drawing you want to fax to someone else.

DTMF (Dual Tone Multiple Frequency): This tone dialing signal lets you start the fax machine from any phone that has tone dialing.

Fax switch, ring patterns: The fax switch analyzes incoming calls and selects the appropriate ring pattern. In **MANU** mode, faxes have to be received manually; in **AUTO** mode they are received automatically.

Hook flash function: Press **R** to access a wide range of new services from the telephone company.

ITU (International Telecommunications Union): An international body that publishes telecommunications standards.

Laserjet: A printing method in which black powder (see Toner) is burnt onto paper by means of a laser.

Memory: Faxes that are not printed out are stored in memory.

PABX, number for outside line: PABXs (private automatic branch exchanges) are installed in all companies over a certain size. They provide a kind of internal telephone network. To obtain an outside line from a PABX you need to dial a particular digit.

Paper: Standard A4 paper (210x297 mm, 80 g/m²)

Polling: This lets you receive documents stored in another fax machine.

Pulse dialing: Pulse dialing is the old dialing method in which each number dialed produces a certain number of pulses.

Receive polling: This lets you receive documents stored in another fax machine.

Sender ID: The name and number of the user can be entered on most fax machines. This sender ID is printed out on the transmission report and also appears on fax machines to which you send documents.

Toner cartridge: it contains the black powder, known as toner, that is transferred to the paper by heat. White stripes on the printout indicate that the toner is running out. The cartridge can be shaken to provide a short-term solution, but will need replacing before long.

Guarantee

Declaration of conformity

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time
  enter 11
  flash 26
toner 4
tray
  document ejection 7
type
  connection 26

V

value
  reduction 17

Y

your name 11
your number 11

5103 506 XXXX.Y **INT** (LFAX3316 OKI)

The CE mark confirms that the machine corresponds to the relevant guidelines of the European Union.
This product is intended for use on an analogue public switched network (PSTN) and for use in the country indicated on the label of the box. The usage in other countries could cause malfunction.
For further information please contact your national technical support centre. Initially contact your dealer if problems occur during operation.
This operation manual has been printed on chlorine-free, recycled paper, in line with the highest standards of environmental friendliness.

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